

**LIBRARY MANAGEMENT AT BATIK I SENIOR HIGH SCHOOL
OF SURAKARTA**

THESIS

Submitted to Educational Management Program
as a partial of Requirements to Gain a Master Degree
in Educational Management



By

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**EDUCATIONAL MANAGEMENT PROGRAM
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ADVISOR APPROVED

LIBRARY MANAGEMENT AT BATIK 1 SENIOR HIGH SCHOOL OF SURAKARTA

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July 30th, 2013

and has been declared eligible

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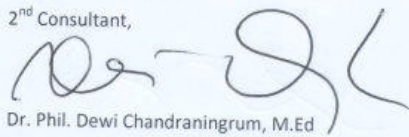
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Certify that this thesis is really the result of my original research work, except the quotations and summaries which I have explained their resource. Hence later, if it is proven that there are some untrue statements in this testimony, I will hold fully responsibility.

Surakarta, July 22th, 2013



The writer,
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MOTTO :

Nothing is imposible.....

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The writer realizes that this research is far from being perfect, in order to make it better, the writer accepts advices and criticism. Finally, the writer wishes this research paper would be useful for all readers.

Surakarta, July 2013

ABSTRACT

Irfan Fajrul Falah. Q100110032. *Library Management at Batik I Senior High School of Surakarta*. Thesis. Graduate Program. Muhammadiyah University of Surakarta 2013.

The objectives of this research are four. (1) To describe human resources management at Batik I Senior High School Library of Surakarta; (2) To describe the management of collection at Batik I Senior High School Library of Surakarta; (3) To describe the management of services at Batik I Senior High School library of Surakarta; (4) To describe the room design at Batik I Senior High School Library of Surakarta.

It is a qualitative research using ethnography design. It is conducted at Batik I Senior High School Library of Surakarta. The main subject of this study involves library staff (Coordinator, administration), Principal, teachers and students. Data collection technique uses in-depth interview, observation and documentation. Data analysis is started from (1) data collection; (2) data reduction; (3) data display and (4) drawing conclusion.

The result of this research includes (1) Human Resource at Batik I Senior High School Library of Surakarta is consisted of three persons –library coordinator, administration and technical staff. The mechanism of hiring the library coordinator is based on open recruitment. (2) The management of collections at Batik I Library includes two main activities namely procurement and processing library materials. (3) The Services available at Batik I Senior High School Library are circulation, reference and internet service. Circulation service uses opened system for loaning and semi closed system for returning. (4) The room design at Batik I Senior High School Library of Surakarta consider the user's comfort. It is divided into three parts, administration room, collection room and reading room. Reading room is equipped by several computers where the students can access the internet to find information.

Keywords: *human resource, collection, service,*

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